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ABSTRACT

The document presents general information about the bureau's different functions and responsibilities and provides addresses and telephone numbers for the following divisions and their offices: Office of the Deputy Commissioner (Executive Office, Planning Office, Office of Consumers' Education, Office of Community Education, Metric Education Program, Manpower Development and Training Act Staff, and Comprehensive Emoloyment and Training Act Staff); Division of Occupational Planning; Division of Vocational-Technical Education (State Programs and Services Branch, Program Support Branch, and Postsecondary and Adult Occupational Program Branch); Division of Adult Education (Programs Services Branch and Program Development Branch); Division of Research and Demonstration (Research Branch, Demonstration Branch, and Curriculum Development Branch); and Division of Educational Systems Development (Urban Rural Program, Teachers for Indian Children, Bilingual Education Training Program, Career Opportunities Program, Exceptional Children's Program, Vocational Education Personnel Development, Categorical Programs, and Dropout Prevention Program). The administrative structure of the bureau is illustrated in an organizational chart which also supplies the names and telephone numbers of current program managers. It also includes a listing of 10 regional offices dealing with bureau programs. (EC)

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Facts about the BUREAU OF OCCUPATIONAL AND ADULT EDUCATION of the U.S. Office of Education

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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Office of Education
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NOTE: Copies of the *Federal Register* and the *Commerce Business Daily* which are mentioned throughout this booklet, may be obtained from:

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

FOREWORD

It is my hope, and that of my colleagues in the Bureau of Occupational and Adult Education, that this brochure will encourage an understanding of the functions and responsibilities of the Bureau and improve communication with students, educators, legislators, and the public.

In addition to general information about the Bureau and its various Divisions, including addresses and telephone numbers, the most recent organizational chart showing the names of the current program managers has been included with the hope that it will aid in understanding the administrative structure of the Bureau and permit communication with the managers on a name basis.

The brochure has been developed through the generous cooperation of the staffs of all the programs under the coordination of William C. Young, Assistant to the Deputy Commissioner, and my appreciation is extended to all of them for a task well performed.

William F. Pierce
Deputy Commissioner for
Occupational and Adult Education

U.S. Office of Education
Bureau of Occupational and Adult Education

Office of the Deputy Commissioner

The Bureau of Occupational and Adult Education (BOAE) of the U.S. Office of Education (USOE) is responsible for the administration of:

- the Vocational Education Act of 1963, as amended, including Parts C, D, and I
- certain USOE responsibilities relating to the Manpower Training and Development/Comprehensive Employment and Training Acts
- vocational, technical, and occupational training in community and junior colleges
- the Adult Education Act (1974)
- programs under the Education Professions Development Act

To carry out programs designed to meet these administrative responsibilities, the Bureau is subdivided into:

- the Division of Occupational Planning
- the Division of Research and Demonstration
- the Division of Educational Systems Development
- the Division of Adult Education
- the Division of Vocational-Technical Education

Specific information about the programs referred to above may be obtained directly from these divisions.

BOAE also has three staff offices which administer Consumers' Education, Community Education, and Metric Education programs authorized under the Special Projects Act of 1974 (P.L. 93-380).

The Executive Office and the Planning Office provide administrative support for the Bureau.

General information about the Bureau may be obtained from:

Deputy Commissioner
Bureau of Occupational and Adult Education
U.S. Office of Education
FOB 6 Room 4153
400 Maryland Avenue, SW
Washington, D.C. 20202
(202) 245-8166

Executive Office

Provides and arranges for administrative services for the Bureau, including personnel, management, finance, correspondence control, administrative budget, and general services activities.

Provides grants and contracts management, fiscal and audit services for BOAE programs.

Coordinates program activities of BOAE Regional Offices.

For further information:

Executive Officer
Bureau of Occupational and Adult Education
U.S. Office of Education
FOB 6 Room 4153
400 Maryland Avenue, SW.
Washington, D.C. 20202
(202) 245-2626

Planning Office

Provides annual and long-range program budget development. Prepares and coordinates budget justification and testimony on appropriations for the Department of Health, Educa-

tion and Welfare, Office of Management and Budget, and the Congress.

Manages the operational planning system (OPS) and makes recommendations on staff utilization to achieve operational objectives.

Formulates recommendations for the annual evaluation plan, assists in the preparation of requests for proposals (RFPs), and guides the utilization of evaluation findings and resultant data.

Monitors data acquisition, analyzes activities, conducts special analysis on key issues, and disseminates appropriate information in these areas. Develops recommendations for the improvement of existing legislation and writes legislative specifications for new legislative initiatives. Conducts short-term staff studies for use in policy analysis and development.

For further information:

Planning Officer
Bureau of Occupational and Adult Education
U.S. Office of Education
FOB 6 Room 4153
400 Maryland Ave., SW.
Washington, D.C. 20202
(202) 245-8176

Office of Consumers' Education

Administers programs authorized under the Special Projects Act (P.L. 93–380). Awards grants and contracts for activities designed to encourage and support the development, demonstration, evaluation, and dissemination of new and improved curriculums, and to provide support for the initiation and maintenance of consumers' education at the elementary, secondary, and higher education levels. The program will support the training of teachers, other educational personnel, public service personnel, community and labor leaders and employees, and government employees at the Federal, State, and local levels. Community consumer education programs and the preparation and dissemination of materials by mass media will also be supported.

Announcements for programs in this Office are made in the *Federal Register*.

For further information:
Office of Consumers' Education
U.S. Office of Education
ROB 3 Room 5624
7th and D Streets, SW.
Washington, D.C. 20202
(202) 245–2600

Office of Community Education

Administers programs of community education authorized under Sec. 405 of the Special Projects Act of 1974 (P.L. 93–380), consisting of matching grants awarded on a competitive basis to local school districts and State Departments of Education for planning, establishing, expanding, or operating community education programs. Usually these educational, cultural, recreational, or related services, for community members of all ages, are conducted in a public elementary or secondary school, although any public facility may be utilized.

Makes grants to institutions of higher education for the purpose of training persons to plan and operate community education programs.

Will gather and disseminate information about community education through a National Clearinghouse soon to be established. Will provide technical assistance to community education programs through the services of the clearinghouse.

Provides staff assistance to the Community Education Advisory Council.

Announcements, deadline dates,

and related information can be obtained from the *Federal Register*.

For further information:

Office of Community Education
U.S. Office of Education
FOB 6 Room 5616
400 Maryland Avenue, SW.
Washington, D.C. 20202
(202) 245-8166

Metric Education Program

Administers the metric education program authorized by Section 403, Title IV, Part C, of the Special Projects Act of 1974 (P.L. 93–380).

Makes grants and contracts to local education agencies, State education agencies, institutions of higher education, and public and private nonprofit organizations, agencies, and institutions for the purpose of encouraging them to prepare school-age and adult students to use the revised metric system of measurement (known as the International System of Units).

Provides for technical assistance related to metric education; school-based metric instruction for students, parents, and other adults; teacher development programs for metric education; and short-term and long-term statewide, and multistate development and planning activity in metric education.

For further information:

Metric Education Staff
U.S. Office of Education
ROB 3 Room 5640
7th and D Streets, SW.
Washington, D.C. 20202
(202) 245-3352

Manpower Development and Training Act (MDTA) Staff

Provides administrative and programmatic support for the phase-out of MDTA programs.

For further information:

Manpower Development and Training Act Staff
U.S. Office of Education
ROB 3 Room 5652
7th and D Streets, SW.
Washington, D.C. 20202
(202) 245-2760

Comprehensive Employment and Training Act (CETA) Staff

Provides educational support for the Comprehensive Employment and Training Act. Makes educational analysis and assessment which aids in the formulation of policy, legislation, and rules and regulations. Develops and updates service standards and criteria for the educational components of CETA training programs. Coordinates educational activity with the Office of Human Development, U.S. Department of Health, Education, and Welfare and the Department of Labor.

For further information:

Comprehensive Employment and Training Act Staff
U.S. Office of Education
ROB 3 Room 5008
7th and D Streets, SW.
Washington, D.C. 20202
(202) 245-9730

Division of Occupational Planning

Formulates and disseminates long-range goals for occupational and adult education. Determines the status of Bureau program results. Obtains advice about and support from appropriate public and private organizations and associations outside the education

community. Devises strategies designed to increase the effectiveness of occupational and adult education in meeting the individual's career development needs. Participates in the formulation of all Bureau policy.

For further information:

Director
Division of Occupational Planning
U.S. Office of Education
ROB 3 Room 3678
7th and D Streets, SW.
Washington, D.C. 20202
(202) 245–2745

Division of Vocational-Technical Education

Administers the programs authorized by the Vocational Education Act of 1963, as amended. Serves as liaison with the National Advisory Council on Vocational Education. Awards grants to States, upon approval of a State plan, for programs of vocational education and part-time employment for those who need financial assistance in their vocational preparation.

The Division is composed of three branches:

State Programs and Services Branch

Exercises national leadership in the development of vocational and technical education programs, with emphasis on cooperative education methods. Supports and provides leadership to vocational student organizations and supports the development of special programs for the disadvantaged and handicapped. Aids and advances work-study programs and provides national leadership in vocational guidance.

Program Support Branch

Collects, analyzes, and disseminates data on all aspects of vocational and technical education programs. Supervises the preparation of State plans, and guides. Reviews, assesses, and makes recommendations on the approval of State plans. Reviews and makes recommendations on approval of State Advisory Council membership and budget. Correlates USOE data with manpower projections to determine current and emerging training needs in vocational and technical education. Provides national leadership for designs, plans, and the economical acquisition and management of facilities and equipment for vocational programs at all levels of education. Arranges cooperative agreements with the Appalachian Commission and similar groups.

Postsecondary and Adult Occupational Program Branch

Provides national leadership in vocational and technical education for all persons who have completed or left high school and who are available for study, upgrading, or retraining in advanced vocational and technical education. Emphasis is given to upgrading students through pretechnical programs, and programs for veterans, the disadvantaged, and the handicapped. Encourages the use of private schools, industry contracting, and the establishment and expansion of adult, apprenticeship, and technical programs.

For further information:

Director
Division of Vocational-Technical Education
U.S. Office of Education
ROB 3 Room 5130
7th and D Streets, SW.
Washington, D.C. 20202
(202) 245–9825

Division of Adult Education

Administers programs authorized under the Adult Education Act (1974) and provides a broad range of services to adult education programs throughout the country, including the Adult Education Clearinghouse, which is charged with the collection and dissemination of information on the education of adults and the coordination of adult education programs with other programs.

Awards grants to States to aid in eliminating functional illiteracy among adults through expanded educational opportunities. Programming is directed toward more than 52,500,000 adults 16 years of age and older who lack a high school diploma and who are not enrolled in traditional classrooms. Basic studies in computation, communication, and social skills are provided to help educationally disadvantaged adults toward social growth and meaningful employment.

Maintains contact with the National Advisory Council on Adult Education (appointed by the President) and with other Federal agencies with adult education programs.

Programs Services Branch

Monitors and closes out adult education special project and teacher training grants funded prior to the 1974 amendments to the Adult Education Act. Assists State education agencies in implementing the adult education regulations that relate to State plan programs. Provides, through the USOE Regional Offices, technical assistance for development of State plans.

Sponsors national and regional workshops several times a year to inform local leaders of policy changes and to secure their views.

Assists States in meeting their new responsibilities for discretionary State grant programs assigned to them under the Education Amendments of 1974.

Program Development Branch

Provides leadership and support for the development of national plans for adult education. Develops strategies for the implementation and administration of new legislation.

Gathers information on the educational needs of adults and on State adult education programs. Reports on planning and budgeting; writes regulations, policy statements, and procedures; makes recommendations for policy changes and program emphasis; provides information and assistance to State programs, special projects, and training activities.

For further information:

Director
Division of Adult Education
U.S. Office of Education
ROB 3 Room 5056
7th and D Streets, SW.
Washington, D.C. 20202
(202) 245-2278

Division of Research and Demonstration

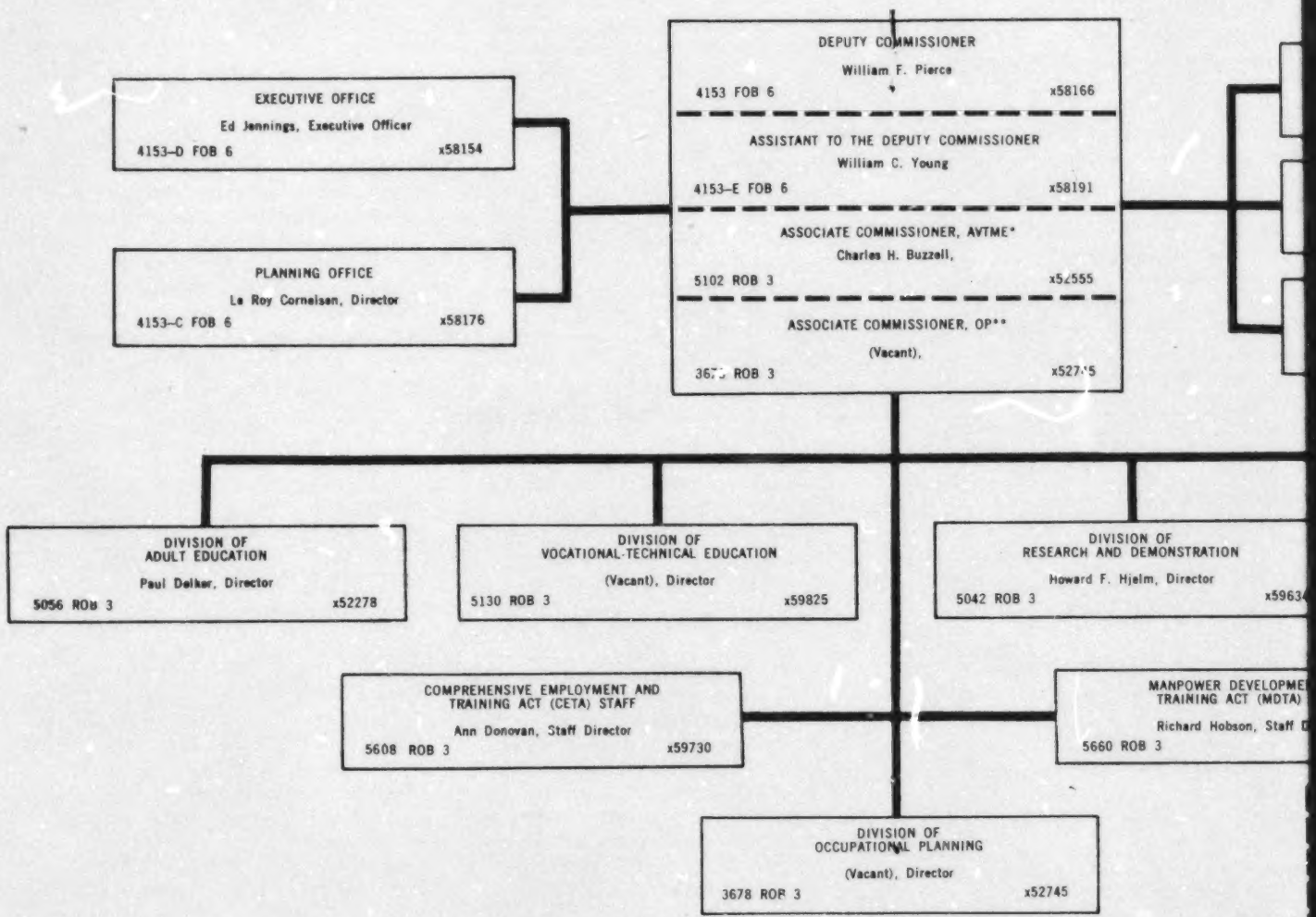
Administers the research (Part C), demonstration (Part D), curriculum development programs (Part I), and related activities for vocational and technical education authorized under the Vocational Education Act of 1969, as amended, as well as the Bilingual Vocational Education Program authorized by the Education Amendments of 1974.

Announcements of competitive grants for programs in this Division are

U.S. Office of Education

BUREAU OF OCCUPATIONAL AND ADULT EDUCATION

June 30, 1975

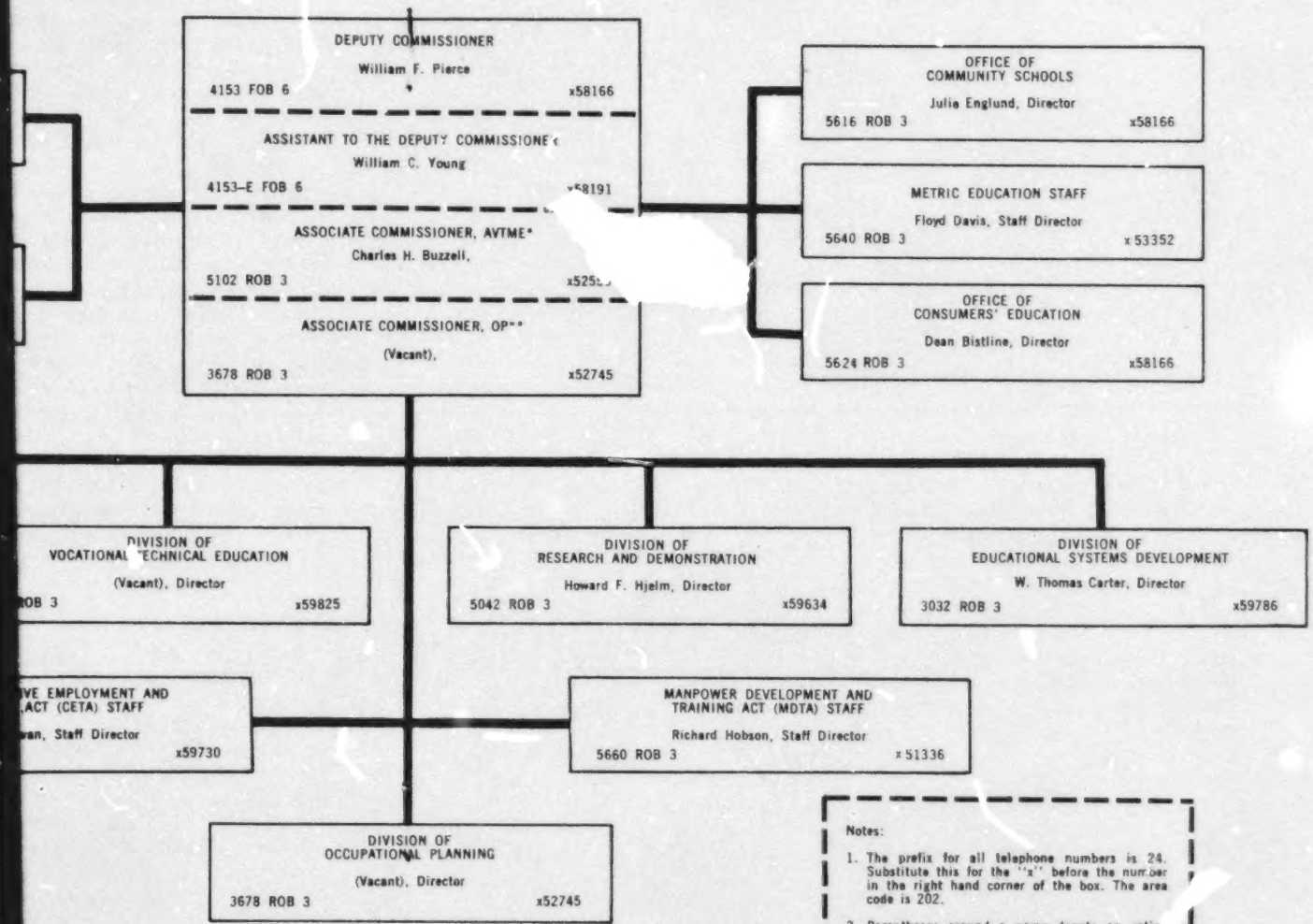


* Adult, Vocational-Technical & Manpower Education
** Occupational Planning

U.S. Office of Education

BUREAU OF OCCUPATIONAL AND ADULT EDUCATION

June 30, 1975



Notes:

1. The prefix for all telephone numbers is 24. Substitute this for the "x" before the number in the right hand corner of the box. The area code is 202.
2. Parentheses around a name denote an acting capacity.
3. ROB 3 denotes Regional Office Building, 7th and D Streets, SW. FOB 6 denotes Federal Office Building, 400 Maryland Ave., SW. Zip code for each is 20202.

made in the *Federal Register*. *The Commerce Business Daily* is used for competitive contract solicitations. Unsolicited applications are not accepted.

Research Branch

Administers the vocational research program under Part C of the Vocational Education Act of 1963, as amended. Manages policy-oriented studies, experimental development, and pilot projects designed to test the effectiveness of vocational education research findings and products.

Announcements of annual priorities, deadline dates, and other important information are made in the late summer or early fall. These notices are printed in the *Federal Register*.

Demonstration Branch

Administers demonstration programs in vocational education under Part D of the Vocational Education Act of 1963, as amended. Administers exemplary programs and projects, including those for populations with special needs.

Determines policy, plans programs, sets budgets and priorities, makes rules, and makes announcements of deadlines for project applications. Provides assistance to the 10 DHEW Regional Offices in program management.

Disseminates information on research, demonstration, and curriculum development projects. Coordinates the activity of Research Coordinating Units for Vocational Education located in the 56 States and outlying areas.

Announcements of annual priorities, deadline dates, and other related information, made in the late summer or early fall, are printed in the *Federal Register*.

Curriculum Development Branch

Administers vocational education curriculum development programs under Part I of the Vocational Education Act of 1963, as amended. Manages programs that develop and evaluate curriculum materials and instructional systems. Develops standards for curriculums, surveys curriculums, and coordinates curriculum materials development with other agencies. Coordinates the development of curriculums for the training of curriculum personnel.

Grants are announced in the *Federal Register* in late summer or fall. Announcements of annual priorities, deadline dates, and other important information relating to grants and contracts are made in the *Federal Register*; announcements of competitive contracts are made in the *Commerce Business Daily*.

For further information,

Director
Division of Research and Demonstration
ROB 3 Room 5042
U.S. Office of Education
7th and D Streets, SW.
Washington, D.C. 20202
(202) 245-9634

Division of Educational Systems Development

Administers, with the DHEW Regional Offices, teacher education programs authorized under Parts A, B2, C, D, and F of the Education Professions Development Act (EPDA) and under Title VII of the Elementary and Secondary Education Act (ESEA). Develops and refines policy, program criteria, and rules and regulations. Provides congressional liaison and monitors regional activities related to these programs.

Announcements of priorities, program criteria deadline dates, and related information are made in the *Federal Register*.

Urban Rural Program

Administers teacher education programs under Part D, EPDA, which are designed to improve teacher competence and enrich learning opportunities for students from low income families.

Develops and disseminates protocol and training materials for teacher education, competency-based teacher education Teacher Center demonstration projects, and projects in Targeting Educational Resources on the Needs of the Disadvantaged (TREND).

Assesses needs and provides services for the reeducation of the entire staff of a school.

Announcements of priorities, criteria, deadline dates, and related information are made in the *Federal Register*.

Teachers for Indian Children

Administers the Indian teacher training program authorized under Section 532, Part D, EPDA, which prepares persons "to serve as teachers of children living on reservations operated or supported by the Department of Interior, tribes, and by nonprofit institutions and organizations of Indian tribes, designed to improve the quality of education available to Indian children."

Native American language and culture are integral parts of most training programs.

Announcements of priorities, criteria, deadline dates, and related information are made in the *Federal Register*.

Bilingual Education Training Program

Administers the Bilingual Education Training Program authorized under EPDA. The program is designed to increase the number of qualified educational personnel—teachers, teacher trainers, or teacher aides—serving or preparing to serve in bilingual education programs for children with limited English-speaking ability; i.e., children whose home or dominant language is not English. Works to increase the number of educational institutions or agencies capable of training bilingual personnel. (Bilingual education is defined as the use of two languages, one of which is English, as mediums of instruction for children of limited English-speaking ability.)

Announcements of priorities, criteria, deadline dates and related information are made in the *Federal Register*.

Career Opportunities Program

Administers the career opportunities program authorized under Part D, EPDA, providing ways to improve the learning of low income children through the development of work-study programs in which teacher aides (paraprofessionals) train for teacher certification. Paraprofessionals in this program are usually Vietnam-era veterans or low income community residents unable to qualify for teacher certification without substantial assistance.

Provides assistance to local school systems who in partnership with local community groups and parent committees operate the projects. Local school systems may subcontract with one or more colleges or universities to provide the necessary teacher education—frequently at the schools where the teacher aides work.

Announcements of priorities, criteria, deadline dates, and other related information are made in the *Federal Register*.

Exceptional Children's Program

Provides support to State and local educational agencies and to institutions of higher education to provide training to regular teachers and other educational personnel under Part D, EPDA, to equip them to work with handicapped children in regular classrooms.

Announcements of priorities, criteria, deadline dates, and related information are made in the *Federal Register*.

Vocational Education Personnel Development

Manages the Leadership Development Program authorized under Section 552, Part F, EPDA, which is designed to develop leaders in vocational education, including teachers, administrators, supervisors, researchers, and curriculum and instructional materials specialists. Provides policy management and policy coordination for the decentralized Section 553 program administered by the DHEW Regional Offices. This program supports cooperative arrangements for training activities between State Boards of Vocational Education and qualified institutions and agencies, and is designed to meet the personnel development needs described in the State plan for vocational education.

Announcements of priorities, rules and regulations, program criteria, and related information are made in the *Federal Register*.

Categorical Programs

Provides leadership for several decentralized teacher education programs such as:

- teachers of early childhood, focusing on children 3 to 9 years old
- utilizing team teaching, differentiated staffing
- training the trainers of teachers
- pupil personnel services
- educational leadership
- training teachers for developing institutions, and
- attracting and training volunteers in education, authorized under Part D, EPDA, and managed by the DHEW Regional Offices.

Announcements of priorities, criteria, deadline dates, and related information are made in the *Federal Register*.

Dropout Prevention Program

Supports and assists, under Title VIII, ESEA, local educational agencies with high dropout rates and with a high percentage of students from low income families to demonstrate educational practices that show promise of achieving dropout reduction.

Announcements of priorities, criteria, deadline dates, and related information are made in the *Federal Register*.

For further information:

Director
Division of Educational Systems Development
U.S Office of Education
ROB 3 Room 3032
7th and D Streets, SW.
Washington, D.C. 20202
(202) 245-9786

Regional Offices

Regional Office staffs for occupational and adult education serve as centers for the dissemination of information about Bureau programs and provide technical assistance to State and local educational agencies, institutions of higher education, and other educational agencies, institutions, and organizations, and to individuals and other groups having an interest in Federal education activities in the area of occupational, adult, and related programs.

For further information contact the Regional Office serving your locality:

Region I—serving Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
Office of Education, DHEW
John F. Kennedy Federal Bldg.
Boston, Mass. 02203
Telephone: (617) 223-7205

Region II—serving New Jersey, New York, Puerto Rico, Virgin Islands
Federal Building
26 Federal Plaza
New York, N.Y. 10007
Telephone: (212) 264-4370

Region III—serving D.C., Delaware, Maryland, Pennsylvania, Virginia, West Virginia
P.O. Box 12900
401 North Broad Street
Philadelphia, Pa. 19108
Telephone: (215) 597-1001

Region IV—serving Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee
50 Seventh Street, NE.
Room 550
Atlanta, Ga. 30323
Telephone: (404) 526-5087

Region V—serving Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin
300 South Wacker Drive
32nd Floor
Chicago, Ill. 60606
Telephone: (312) 353-5215

Region VI—serving Arkansas, Louisiana, New Mexico, Oklahoma, Texas
1114 Commerce Street
Dallas, Tex. 75202
Telephone: (214) 749-2634

Region VII—serving Iowa, Kansas, Missouri, Nebraska
601 East 12th Street
Kansas City, Mo. 64106
Telephone: (816) 374-2276

Region VIII—serving Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming
Rm. 9017 Federal Office Bldg.
19th and Stout Streets
Denver, Colo. 80202
Telephone: (303) 837-3544

Region IX—serving American Samoa, Arizona, California, Guam, Hawaii, Nevada, Trust Territory of the Pacific Islands
50 Fulton Street
San Francisco, Calif. 94102
Telephone: (415) 556-4920

Region X—serving Alaska, Idaho, Oregon, Washington
Arcade Plaza Building
1321 Second Avenue
Seattle, Wash. 98101
Telephone: (206) 442-0434

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